**Special Events Planning Tool**

**Special Event\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| Event description |  |
| Purpose of the Event   * Fundraising * Marketing * Mission * Fellowship * Other |  |
| Target Audience |  |
| Committee Members |  |
| General Details   * Date * Time * Location |  |
| Required Resources   * Staffing * Funding * Other |  |
| Event Budget |  |
| Event fundraising goal |  |
| Event Outcomes   * Meeting goal revenue * Increase mission awareness * Increase community support * Engage new committee members |  |